GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Health and Quality of Life

Post: Publicity Assistant

Salary: Rs 4,545 x 110 – 4,875 x 125 – 5,375 x 150 – 6,425 x 175 –
6,950 x 205 – 7,770 x 300 – 8,970 (INF 2)

Effective Date: 2 April 2001

Qualifications: A. A Cambridge School Certificate with credit in English
Language, French and Physics obtained on one
certificate or Passes in at least five subjects with at
least Grade C in English Language, French and Physics
obtained on one certificate at the General Certificate of
Education "Ordinary Level" or an equivalent
qualification acceptable to the Public Service
Commission.

Note

Candidates not possessing a credit in English Language
at the Cambridge School Certificate will also be
considered provided they possess passes in at least
two subjects at "Principal Level" and one subject at
"Subsidiary Level" as well as the General Paper
obtained on one certificate at the Cambridge Higher
School Certificate Examinations.

B. Three years experience in operating audio-visual
equipment and projectors.

Candidates should produce written evidence of any experience
claimed.

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CERTIFIED CORRECT

for Secretary for Public Service Affairs

Date: 2 APR 2007
NOTE

The selected candidate will be appointed in a temporary capacity and will be required to undergo on-the-job training in all aspects of the work of a Publicity Assistant for a period of at least one year before being appointed in a substantive capacity.

Duties:

1. To be responsible for:-
   
   (a) operating and maintaining film projectors, slide projectors video players/recorders, public address and other audio-visual equipment as well as ensuring proper electrical connections and fittings.
   
   (b) making use of video camera for filming:
   
   (c) dubbing of video cassettes:
   
   (d) displaying health posters and banners; and
   
   (e) the safe custody of all audio-visual and public address equipment.

2. To assist Information, Education and Communication Officers in mounting health exhibitions/displays.

3. To distribute health information, education and communication materials such as newspapers, posters and leaflets.

4. To perform such cognate duties as may be assigned

NOTE

Publicity Assistants will be required to work at staggered hours, i.e. after normal hours, including weekends and public holidays, as and when required.